



**DLA  
DISPOSITION SERVICES**

# **Customer Handbook**

**2016**



## Foreword

Defense Logistics Agency Disposition Services is the Department of Defense activity responsible for the disposal of hazardous waste, excess personal property, scrap and DEMIL required property generated by activities.

This handbook contains:

Each activity's military and civilian mailing addresses, Data Switch Network (DSN), civilian and work cell phone numbers, email addresses, facsimile contact numbers, duty hours, and other general information for all activities within the DLA Disposition Services.

This handbook will be maintained and reviewed by the Customer Support staff (J4). Disposal Services Directors and field supervisors will provide any changes and updated information in writing.

Tina Aldrich  
DLA DISPOSITION SERVICES  
Customer Support Director

# DLA DISPOSITION SERVICES HEADQUARTERS



**Hart-Dole-Inouye Federal Center**  
74 Washington Ave  
Battle Creek, MI 49037-3092

Telephone:	DSN 661+Ext
Commercial	(269) 961+EXT
Information Ext:	4000
Internet Address:	<a href="http://www.dla.mil">www.dla.mil</a>
	<a href="http://www.dla.mil/dispositionservices.aspx">www.dla.mil/dispositionservices.aspx</a>

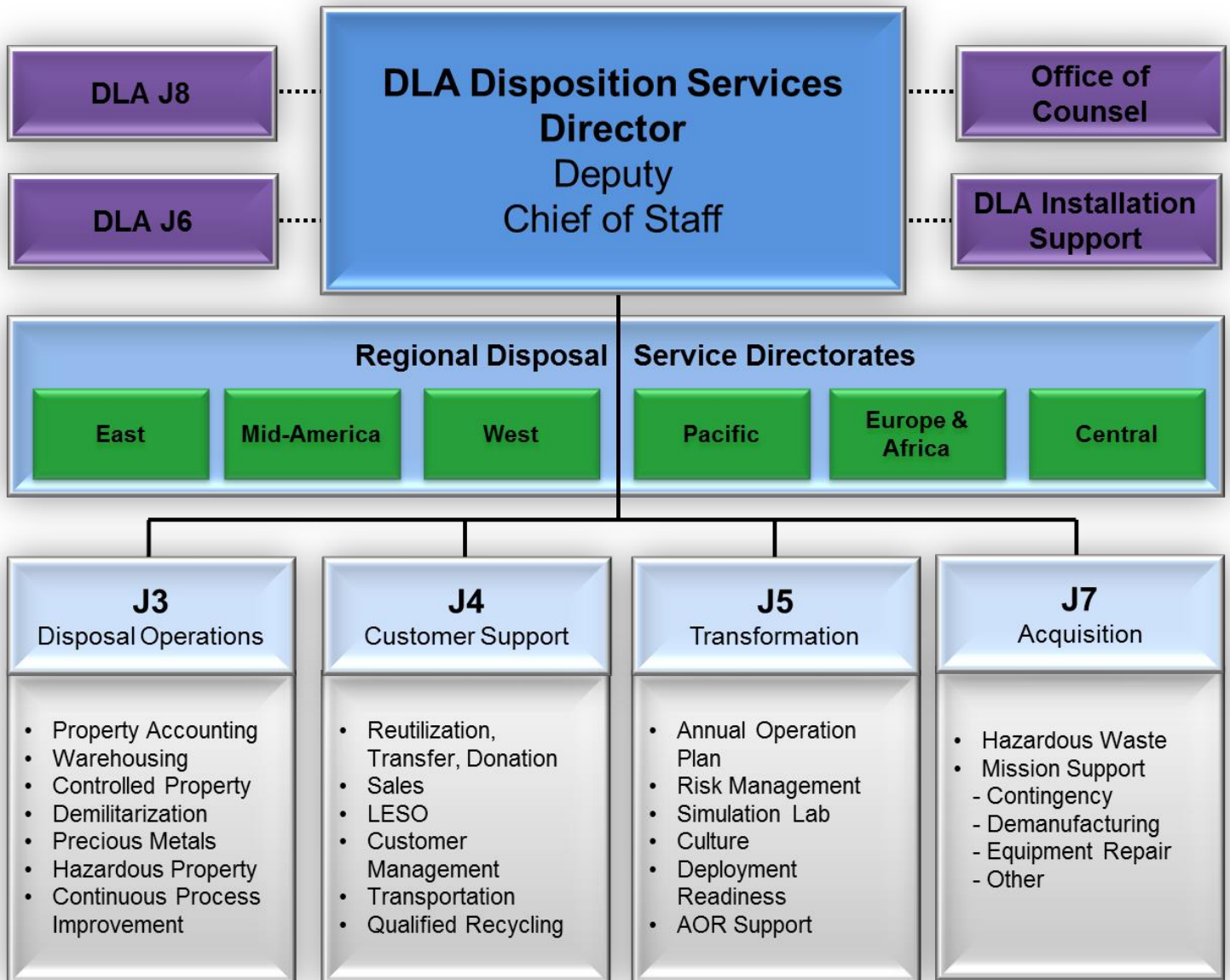


***DOD's Provider of Choice for Worldwide Reuse, Recycling and Disposal Solutions***

**TABLE OF CONTENTS**


<b>Section</b>	<b>Title</b>	<b>Page</b>
	<a href="#"><u>DLA Disposition Services Organizational Structure</u></a>	7
	<a href="#"><u>DLA Disposition Services Home Page</u></a>	8
	<a href="#"><u>DLA Disposition Services CONUS</u></a>	10
	<a href="#"><u>DLA Disposition Services Pacific</u></a>	11
	<a href="#"><u>DLA Disposition Services Europe &amp; Africa</u></a>	11
	<a href="#"><u>DLA Disposition Services Central</u></a>	11
	<a href="#"><u>DLA Disposition Services POCs</u></a>	12
	<a href="#"><u>Recycling Control Point (RCP) and POCs</u></a>	14
<b>1.0</b>	<a href="#"><u>Introduction</u></a>	16
<b>2.0</b>	<a href="#"><u>Definition</u></a>	16
<b>3.0</b>	<a href="#"><u>Disposal Service</u></a>	19
<b>4.0</b>	<a href="#"><u>AMPS Registration</u></a>	19
<b>5.0</b>	<a href="#"><u>Preparing Turn In</u></a>	21
<b>6.0</b>	<a href="#"><u>eDOCS</u></a>	25
<b>7.0</b>	<a href="#"><u>Reutilization / Transfer / Donation</u></a>	26
	<a href="#"><u>Letter of Authorization (LOA) Form</u></a>	28
	<a href="#"><u>Access To RTD Tools</u></a>	31

# DLA DISPOSITION SERVICES ORGANIZATIONAL STRUCTURE




# DLA DISPOSITION SERVICES HOME PAGE

[www.dla.mil/dispositionservices](http://www.dla.mil/dispositionservices)



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Search Defense Logistics Agency 

HOMEWHAT DLA OFFERSDOING BUSINESS WITH DLAABOUT DLACAREERS


## DLA Disposition Services


Personnel prepare to unload excess and scrap tires and equipment on Camp Lemonnier, Djibouti, Oct. 16. The camp is undertaking a first-ever massive cleanup effort to reduce excess and scrap material on the base with the support of DLA Disposition Services.

Full Story



Cash For Trash

DLA STRATEGIC PLAN  
2015 - 2022

OPERATING STATUS

Disposition Services Home

What Disposition Services Offers ▲


Doing Business With Disposition Svcs ▲


About Disposition Services ▲

Contact Disposition Services ▲

FOIA ▲

DLA Disposition Services News

**Lending a hand to veterans**  
November 3, 2015 - An early Veteran's Day present was delivered to homeless vets in Battle Creek, Michigan, by DLA Disposition Services and the Department of Veterans Affairs in late October.

**Online training continues to highlight new WebFLIS features**  
October 14, 2015 - "I would like to welcome everyone to WebFLIS 2.0," said Defense Logistics Agency trainer Rick Proulx as he opened the Aug. 20 Web-based seminar, or "webinar," being offered to demonstrate the new features of the latest version of the Web-based Federal Logistics Information System.

Disposition Services Quick Links

- Getting Started with RTD
- Getting Started with ETIDs
- Search for Property
- Find a Turn-In Document (EDOCs)
- Schedule a Turn-In Appointment
- Find a Location
- Point of Contact List
- Ask a Question
- Library

## Locate/Contact our disposal sites

Hours of Operation and telephone numbers at DLA Disposition Services (CONUS / OCONUS)

[www.dla.mil/DispositionServices/Contact/FindLocation.aspx](http://www.dla.mil/DispositionServices/Contact/FindLocation.aspx)

Click: Contact Disposition Services  
Click: Find Location  
Select Location on the map or drop down

The screenshot shows the DLA Disposition Services website. At the top is the DLA logo and the tagline "THE RIGHT SOLUTION - ON TIME, EVERY TIME". A search bar is on the right. The main navigation bar includes links for HOME, WHAT DLA OFFERS, DOING BUSINESS WITH DLA, ABOUT DLA, and CAREERS. The main content area is titled "DLA Disposition Services" and features a large image of a military vehicle in a river. To the left of the image is a paragraph about emergency response. To the right are two buttons: "DLA STRATEGIC PLAN 2015-2022" and "OPERATING STATUS". Below the main content area are three sections: "Disposition Services Home" with a list of links (What Disposition Services Offers, Doing Business With Disposition Svcs, About Disposition Services, Contact Disposition Services, Headquarters Points of Contact, Find a Location, Ask a Question, FOIA), "DLA Disposition Services News" with two articles ("Lending a hand to veterans" and "Online training continues to highlight new WebFLIS features"), and "Disposition Services Quick Links" with a list of links (Getting Started with RTD, Getting Started with ETIDs, Search for Property, Find a Turn-In Document (EDOCS), Schedule a Turn-In Appointment, Find a Location, Point of Contact List, Ask a Question). Two red arrows point from the "Contact Disposition Services" link in the left sidebar to the "Find a Location" link in the same sidebar.

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HOME WHAT DLA OFFERS DOING BUSINESS WITH DLA ABOUT DLA CAREERS

## DLA Disposition Services

DLA Disposition Services supports emergency response and disaster relief at home and aboard. Excess former military items ranging from vehicles to blankets and cots is made available through disaster relief agencies and is also provided to state and local government, fire departments and law enforcement agencies. This former military vehicle in Florence County, South Carolina rescued dozens of people during record October 2015 floods.

DLA STRATEGIC PLAN 2015-2022

OPERATING STATUS

**Disposition Services Home**

- What Disposition Services Offers ▲
- Doing Business With Disposition Svcs ▲
- About Disposition Services ▲
- Contact Disposition Services ▼
- Headquarters Points of Contact  
Posted 08/21/2015
- Find a Location  
Posted 08/21/2015
- Ask a Question  
Posted 08/21/2015
- FOIA ▲

**DLA Disposition Services News**

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- Schedule a Turn-In Appointment
- Find a Location
- Point of Contact List
- Ask a Question



## DLA Disposition Services CONUS







## DLA DISPOSITON SERVICES POCs

Activities / Questions Regarding:	POC OFFICE	PHONE #	BACK-UP #
MILSTRIP	J421	269-961-5939	269-961-5507
Fire Fighters Program	J421	269-961-5902	269-961-4261
Computers For Learning	J421	269-961-5439	
Letters Of Authorization	J421	269-961-5703	269-961-5507
DOD/MILSVC RTD	J421	269-961-7191	269-961-5902
LESO	J412	800-532-9946	
Turn-In Issues	J321	269-961-5861	
Scheduling/Transportation	Distribution J-30S	800-468-8289	269-961-5113
DEMIL	J311	269-961-5309	269-961-5092
E-Recycling/Deman/D4R	J4	269-961-7231	269-961-7276
Return To Manufacturing (RTM)	J311	269-961-4495	269-961-7259
JPEO-CBD Enterprise Fielding and Surveillance (JEFS)	J311	269-961-5309	269-961-5092
Small Arms Serialization Program (SASP)	J311	269-961-7259	
Precious Metals	J332	269-961-5213	269-961-5635
Commercial Venture	J422	269-961-7292	269-961-7296
National Recycling/Scrap Venture	J422	269-961-4858	269-961-5668
Scrap Sales	J422	269-961-4858	269-961-4922
Qualified Recycling Program	J422	269-961-5787	
HW Disposal	J33	269-961-5429	269-961-7050
Financial	J8	269-961-5750	269-961-5651
Recycling Control Point	J322	269-961-7159	269-961-4377
Financial Liability Invest of Prop Loss	J322	269-961-7003	
Return Receipts (EDOCS)	J322	269-961-7204	269-961-5912
Disposition Services Web	J411	269-961-5746	
Electronic Turn-in Documents (ETIDS)	J322	269-961-7206	269-961-5912
Continuous Process Improvement	J3	269-961-5751	
<b>COMBATANT COMMAND SUPPORT DIVISION:</b>			
<b>COCOMs and UCCs</b>		(269) 961-5624/DSN 661-5624	
Bagram, Afghanistan (AFG) Customer Support	318-431-3279; 079-099-9442	<a href="http://www.dla.mil/DispositionServices/Contact/FindLocation/bagram.aspx">www.dla.mil/DispositionServices/Contact/FindLocation/bagram.aspx</a> <a href="mailto:Bagram.USGPersonnel@dlamail">Bagram.USGPersonnel@dlamail</a>	
Kandahar (AFG) Customer Support	DSN: 312-661-7474; 7449 opt.2, ext.6307 Roshan: 079-099-9476	<a href="http://www.dla.mil/DispositionServices/Contact/FindLocation/kandahar.aspx">www.dla.mil/DispositionServices/Contact/FindLocation/kandahar.aspx</a> <a href="mailto:Kandahar.USGPersonnel@dlamail">Kandahar.USGPersonnel@dlamail</a>	
Arifjan, Kuwait	DSN. 318-430-7342; Comm. 965-389-7342	<a href="http://www.dla.mil/DispositionServices/Contact/FindLocation/kandahar.aspx">www.dla.mil/DispositionServices/Contact/FindLocation/kandahar.aspx</a> <a href="mailto:Arifjan.USGPersonnel@dlamail">Arifjan.USGPersonnel@dlamail</a>	
<b>Pacific (PACOM)</b>		(808) 473-4066; (808) 590-0402	
<b>Africa Command (AFRICOM)</b>		+49(0)711-7298001; DSN: 314-421-8001	

## DLA DISPOSITON SERVICES POCs

DLA Disposition Services (J411) Major Command Representatives (MCR's)		
<b>Major Command Support:</b> Ensures visibility of DLA Disposition Services and customer support to the Unified Combatant Commands and Major Commands through customer liaison, analysis, and identification of issues or mission changes.		
Army (AMC, NGB FORSCOM, USARC, ARNG)	J411	(757) 831-8989
Army (TRADOC, IMCOM,	J411	(269) 275-1813
Marine Commands	J411	(269) 986-6699
Air Force Commands	J411	(937) 309-4358
<b>Activities / Questions Regarding:</b>	<b>Office</b>	<b>Telephone/Extension (Battle Creek: (269) 961-EXT), (DSN 661)</b>
Air Force	J411	(937) 309-4358
Coast Guard	J411	(267) 294-7227
Marines	J411	(269) 986-6699
Navy	J411	(267) 294-7227
<b>MAJCOMs can also be reached via e-mail addresses below for additional support:</b>		
Air Force	<a href="mailto:DLADispositionServicesAirForceHelp@dla.mil">DLADispositionServicesAirForceHelp@dla.mil</a>	
Army	<a href="mailto:DLADispositionServicesArmyHelp@dla.mil">DLADispositionServicesArmyHelp@dla.mil</a>	
Coast Guard	<a href="mailto:DLADispositionServicesCoastGuardHelp@dla.mil">DLADispositionServicesCoastGuardHelp@dla.mil</a>	
Marines	<a href="mailto:DLADispositionServicesMarineHelp@dla.mil">DLADispositionServicesMarineHelp@dla.mil</a>	
Navy	<a href="mailto:DLADispositionServicesNavyHelp@dla.mil">DLADispositionServicesNavyHelp@dla.mil</a>	
<b>DEMIL Divisions:</b>		
Anniston, AL	(256) 240-3629; DSN	Weapons serialization destruction, body armor, camo
McAlester, OK	(918) 420-6248; DSN	Armored vehicles from RRAD, etc.
Tucson, AZ	(520) 228-8819; DSN	AMARG aircraft/parts
Kaiserslautern, GE	(49) 631-411-8794; DSN (314) 483-8794	Supports Europe, Balkans, AOR
Pacific	(808) 473-9520; DSN (315) 473-9520	DEMIL as condition of sale or ship to Tucson site



**RECYCLING CONTROL POINT:** All RCP property is physically located at DLA Distribution Depots where it remains throughout the disposal screening process. DoD agencies can search for this property using the same process as searching for property online located at a DLA Disposition Services Site. An option is available to select "All RCP" for your search or you may select individual RCP sites.

1. Property is electronically released from Distribution Centers without being sent to a disposal site:
  - a. Physically remains at the Depot
  - b. Electronic Screening Only
  - c. RCP includes almost all Federal Supply Classes (FSCs)
  - d. NSN only (No LSNs)
  - e. Condition Code A through F
  - f. Property shipped to Customer at no cost

# RECYCLING CONTROL POINT

## RCP SITES:

DLA Disposition Services RCP Liaisons	DSN: Europe: 314 Asia 315, US 312	Commercial	FAX Number / Cell #
Cherry Point (S9W1)	DSN: 312	(252) 466-2398 (252) 466-3338	DSN 582-4517 / 5905 / 3338
Germersheim (S9W1)	DSN: (314) 378-3703		
Guam (S9WZ)	339-4058	(671) 339-4293	(671) 339-2012
Hill (S9WH)	775-2938	(801) 775-2938	(801) 586-1353
Huntsville (Includes Anniston), (S9WU)	788-9775 788-0873	(256) 842-9775 (256) 842-0873	(256) 842-9634; (DSN) 746-9634 Cell: (801) 309-6354
Jacksonville (S9WB)	942-3759	(904) 772-9243, ext, 125	(904) 772-8357 Cell: (904) 534-8771
Sagami - Japan (S9WX)	DSN: 315	011-81-42-816-	(315) 243-5468 / 6758/ 4149/2322/
Okinawa - Japan		765 8; 98-874-5823	2369
Korea (S9WY)	(315) 765-7765		
Norfolk (S9WE)	564-3451	(757) 444-3451	(757) 444-9409
	564-5032	(757) 444-5032	Cell: (757) 469-2528
Pearl Harbor (S9WW)	(315) 471-9538	(808) 473-9538	(808) 474-5680
	(315) 471-0319	(808) 471-0319	
Puget Sound (Lewis), (S9WC)		(360) 476-9233	(360) 476-9889
Red River (Includes Oklahoma City (S9WG) and Corpus Christi (S9WV)	829-2841	(903) 334-2841	(903) 334-4232
		(903) 334-5063	(903) 334-4562
Richmond (S9WP)	695-3576	(804) 279-3576	(804) 279-5588/4943
San Diego (S9WA), (Includes	526-9463	(619) 556-9463	(619) 556-6030
Barstow (S9WL)	526-1117	(619) 556-1117	Cell: (619) 379-8328 / 7831
San Joaquin (Includes Sharpe	462-2168	(209) 982-2168	Cell: (209) 507-2059
(S9WS) and Tracy (S9WQ)	462-2082	(209) 982-2082	
Sigonella (S9W2)	DSN: 314	+39-95-862640 +39-95-865319	(314) 624-2641 / 2642 / 2640 / 5319
Susquehanna (Includes Mechanicsburg (S9WM), New Cumberland (S9WN) and Tobyhanna (SNWT)	430-1769	(717) 605-1769	(717) 605-2020
Warner Robbins (S9WF)	468-3568	(478) 926-3568	(478) 926-5290
Albany (S9WK)	468-3314	(478) 926-3314	(478) 926-1983; Cell: (478) 335-8571

## **1.0 INTRODUCTION:**

DLA Disposition Services is the activity responsible for the disposal of excess DoD personal property, foreign excess personal property (FEPP), scrap, hazardous waste, and DEMIL required property generated by activities. Disposal of this property by a means other than DLA requires approval of the Combatant Commander and concurrence from Defense Logistics Agency (DLA).

This handbook is provided as implementing instructions of the cited references. It is designed to assist generating and reutilization customers in the day-to-day conduct of business with the servicing DLA Disposition Services personnel. It supplements the authoritative references listed herein, however in no way covers all required information.

DLA Disposition Services personnel are prepared to assist you in completing the necessary documents, arranging for disposal contracts, and training your personnel in DLA disposal turn-in procedures. We can dispose of, in-place, large items that are not readily transportable to a DLA storage area, property that is held in remote locations and property that DLA Disposition Services is unable to accept due to lack of facilities, technical expertise, or available resources.

## **2.0 DEFINITIONS:**

**Accountability:** The obligation imposed by law, lawful order, or regulation, accepted by a person for keeping accurate records to ensure control of property, documents or funds, with or without possession of the property. The person who is accountable is concerned with control while the person who has possession is responsible for custody, care, and safekeeping.

**Ammunition, Explosives and Dangerous Articles (AEDA):** The term “Ammunition, Explosives, and Dangerous Articles (AEDA)” has been replaced by “**Materials Potentially Presenting an Explosive Hazard (MPPEH)**”. See definition for MPPEH below.

**Account Management and Provisioning System (AMPS):** AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems.

**Customer Relationship Management (CRM):** Customer Relationship Management (CRM) is an enterprise system designed to provide a new alternative to facilitate customer communications, transactions and collaboration and identify/meet critical customer requirements in terms of warfighter readiness.

**Distribution Standard System (DSS):** Replaced the DAISY warehousing inventory and warehousing management function. DSS is the accountable system of record for DLA Disposition Services used to receive property.



**Demilitarization:** The act of eliminating the functional capabilities and inherent military design features from DoD personal property.

**Disposal Turn-in Document (DTID) Number:** The DTID number is created by the generator and is comprised of the generator's six character DODAAC (Department of Defense Activity Account/Address Code), the four-digit Julian date and a generator provided unique 4-digit serial number.

**Disposal Service Representative (DSR):** The direct link between our customers and the DLA Disposition Services. The DSR is the first contact for turn-in customers and are there to help with your disposal needs. They provide customer service via phone, email, in person, and can make disposal decisions at the turn-in customer's activity location.

**eDocs Document Management (eDocs):** Documents stored in the eDocs repository include 1348-1A Turn-In and Issue documents, Supply Discrepancy Reports (SDRs), Standard Form (SF) 122 Transfer Order Excess Personal Property, SF123 Transfer Order Surplus Personal Property, Disposition documents and any required supplemental pages.

**Electronic Turn in Document (ETID):** A Web-based Electronic Disposal Turn-in Document (DD Form 1348-1a) program.

**Federal Supply Class (FSC):** A commodity classification designed to serve the functions of supply and is sufficiently comprehensive in scope to permit the classification of all items of personal property.

**Federal Supply Classification Cataloging Handbook (H2):** The classification structure of the FSC, showing all groups and classes listed in the arrangement of the four-digit FSC code numbering system.

**Flight Safety Critical Aircraft Part (FSCAP):** Any aircraft part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause a catastrophic failure resulting in loss or serious damage to the aircraft or an un-commanded engine shutdown resulting in an unsafe condition.

**Government Personal Property:** Property other than real property (buildings/lands) and records (files/documents) of the Federal Government.

**Hazardous Material (HM):** In the United States, the definition of HM is the Department of Transportation definition that is any material that is capable of posing an unreasonable risk to health, safety and property during transportation. All HM appears in the Hazardous Materials Table at 49 CFR 172.101, For overseas installations, HM is defined in the applicable Final Governing Standards or Overseas Environmental Baseline Guidance Document.

**Hazardous Waste (HW):** An item that is regulated under Resource Conservation and

Recovery Act or by state regulation as an I-W, HW is regulated by 40 CFR Subpart C and Subpart D of Part 261. From a practical standpoint, if an EPA or state Hazardous Waste code can be assigned, the item is an HW.

**Material Documented as Explosive Hazard (MDEH):** MPPEH that cannot be documented as Material Documented as Safe (MDAS), that has been assessed and documented as to the maximum explosive hazards the material is known or suspected to present, and for which the chain of custody has been established and maintained. The material is no longer considered to be MPPEH.

**Material Documented as Safe (MDAS):** MPPEH that has been assessed, documented, and documented as not presenting an explosive hazard and for which the chain of custody has been established and maintained. The material is no longer considered to be MPPEH.

**Material Potentially Presenting an Explosive Hazard (MPPEH)** (formerly AEDA): Material owned or controlled by the Department of Defense that, prior to determination of its explosives safety status, potentially contains explosives or munitions.

**Munitions List Item (MLI):** Export Control Listed in the International Traffic in Arms Regulation published by the U.S. Department of State (see DoD 4160.21-M-1).

**Mutilation:** The act of making material unfit for its originally intended purposes by cutting, tearing, scratching, crushing, breaking, punching, shearing, burning, neutralizing, etc. Mutilation is a form of demilitarization.

**National Stock Number (NSN):** The term used for the 13-digit stock number consisting of the four-digit Federal Supply Class and the nine-digit National Item Identification Number.

**Receipt In Place (RIP):** The turn in activity and DLA Disposition Services agree to process the property in place to avoid double handling and shipping costs. DLA accepts accountability of the property. The turn in activity is responsible for storage and physical security. There is a 42-day screening cycle and 33-day sales cycle for non-demilitarized property. There is a 14-day screening cycle and 14 to 21 day period where property is pending shipment to a demilitarization center.

**Recycling Control Point (RCP):** This is a virtual (vs. physical) DLA Disposition Services site, monitored by DLA Disposition Services in Battle Creek, Michigan with the assistance of the RCP Liaisons located at specific field locations. This is the receipt in place process between the Defense Distribution Centers (DDC) and DLA Disposition Services.

**Reutilization / Transfer / Donation (RTD):** Promote and ensure maximum reuse of excess property by the Military Services, Federal Agencies, State and Local Governments.

**Scrap:** Is materiel that has no value except for its basic material content.

**Strategic List:** List of property subject to Trade Security Controls. This list is comprised of the Department of Commerce Commodity Control List (CCLI), suffixes “A” items, and controlled for reasons to include national security, nuclear nonproliferation, crime control, technology transfer, and scarcity of materials.

**Usable property:** Commercial and military type property other than scrap and waste. Any property that is still usable for its intended purpose.

**3.0 DISPOSAL SERVICE REPRESENTATIVE:** To find the DSR closest to you use the following link: [www.dla.mil/DispositionServices/Contact/FindLocation.aspx](http://www.dla.mil/DispositionServices/Contact/FindLocation.aspx)

DLA Disposition Services provides a unique capability to the CONUS (Continental United States) and OCONUS (Outside the CONUS) bases. The DSR staff will visit unit locations and provide onsite assessment, training, and removal assistance. DSRs are not a work party. Unit must provide personnel for sorting, documentation, and training. The DLA Disposition Services DSR mission is training units on turn in procedures, scrap segregation/management and proper scrap turn in processes. DSR’s can provide the following:

- a. Onsite scrapyard assessment
- b. Scrap segregation training
- c. Property identification training
- d. Assist with identification of DEMIL required property
- e. Provide information on local scrap removal as necessary
- f. Training on proper documentation for turning in property to Disposition Services
- g. Coordination through the nearest or DLA Disposition Services sites

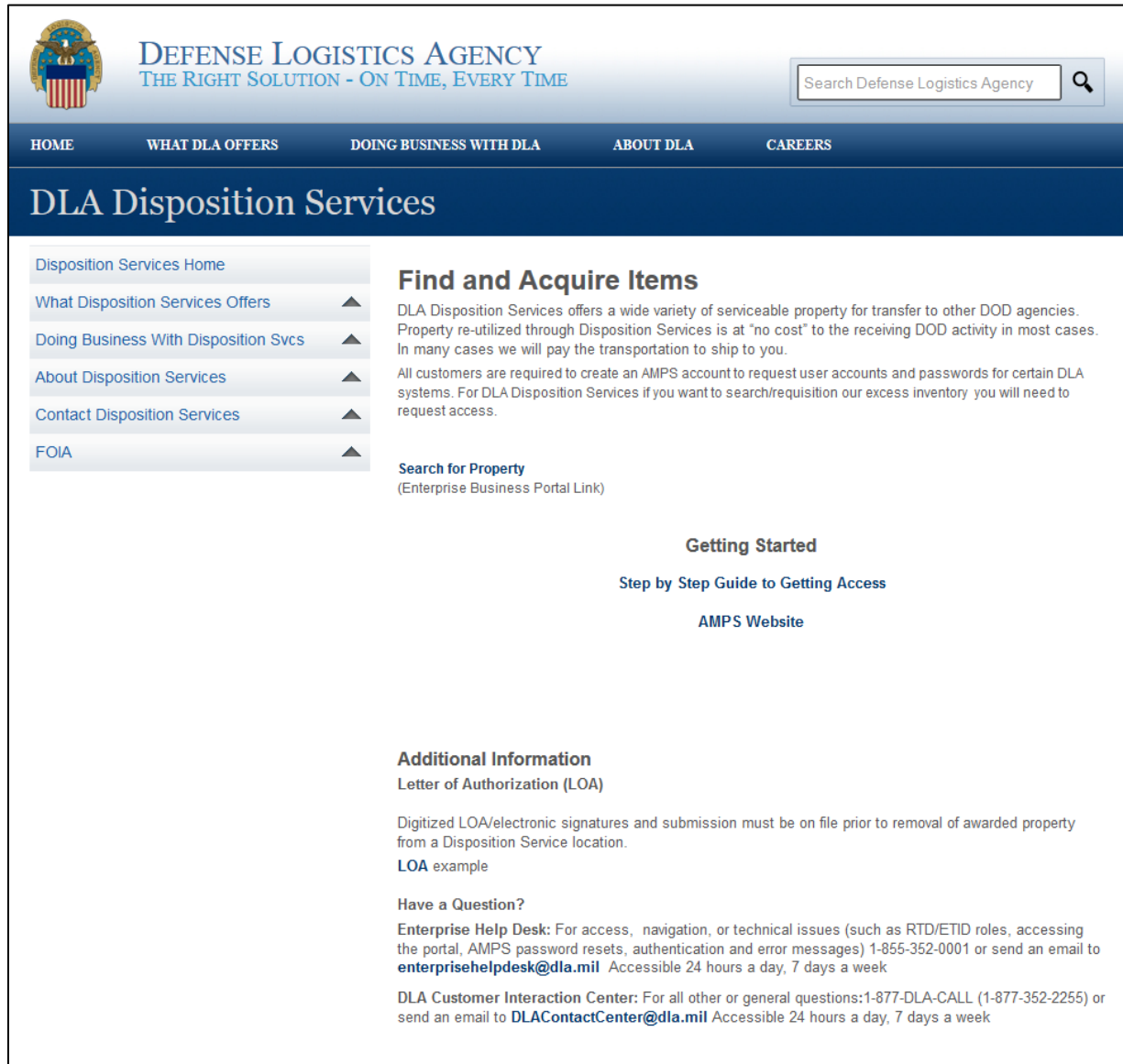
**4.0 AMPS REGISTRATION:** All customers are required to create an AMPS account to request user accounts and passwords for certain DLA systems. For DLA Disposition Services if you want to search/requisition our excess inventory or use our web based turn in documentation tool – ETID you will need to request access. AMPS account is not required for turning in material to a disposal site, only if you need access to ETID to prepare turn in documentation. Go to this url to get step by step instructions for setting up an account:

[/www.dla.mil/DispositionServices/Business/FindandAcquireItems.aspx](http://www.dla.mil/DispositionServices/Business/FindandAcquireItems.aspx)

- a. If using a Common Access Card (CAC), AMPS will capture the registration information; user ID & password will be remembered. Select Email certificate, click ‘OK’ and enter your PIN if prompted.
- b. To access sites using ETID, or RTD Web AMPS registration is a two-step process:  
Step One: Register for an AMPS account.



Step Two: Request user account roles either for RTD (DDS 413), ETID (DDS 514)



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HOME WHAT DLA OFFERS DOING BUSINESS WITH DLA ABOUT DLA CAREERS

## DLA Disposition Services

Disposition Services Home

What Disposition Services Offers ▲

Doing Business With Disposition Svcs ▲

About Disposition Services ▲

Contact Disposition Services ▲

FOIA ▲

### Find and Acquire Items

DLA Disposition Services offers a wide variety of serviceable property for transfer to other DOD agencies. Property re-utilized through Disposition Services is at "no cost" to the receiving DOD activity in most cases. In many cases we will pay the transportation to ship to you.

All customers are required to create an AMPS account to request user accounts and passwords for certain DLA systems. For DLA Disposition Services if you want to search/requisition our excess inventory you will need to request access.

**Search for Property**  
(Enterprise Business Portal Link)

### Getting Started

[Step by Step Guide to Getting Access](#)

[AMPS Website](#)

### Additional Information

**Letter of Authorization (LOA)**

Digitized LOA/electronic signatures and submission must be on file prior to removal of awarded property from a Disposition Service location.

[LOA example](#)

**Have a Question?**

**Enterprise Help Desk:** For access, navigation, or technical issues (such as RTD/ETID roles, accessing the portal, AMPS password resets, authentication and error messages) 1-855-352-0001 or send an email to [enterprisehelpdesk@dla.mil](mailto:enterprisehelpdesk@dla.mil) Accessible 24 hours a day, 7 days a week

**DLA Customer Interaction Center:** For all other or general questions: 1-877-DLA-CALL (1-877-352-2255) or send an email to [DLAContactCenter@dla.mil](mailto:DLAContactCenter@dla.mil) Accessible 24 hours a day, 7 days a week

**NOTE:** For assistance with completing the AMPS process please contact your local Disposition Services Field Site. Points of contact can be located by pointing your browser to: [www.dla.mil/DispositionServices/Contact/FindLocation.aspx](http://www.dla.mil/DispositionServices/Contact/FindLocation.aspx)

**5.0 PREPARING TURN IN DOCUMENTATION:** Property shall be turned in to the DLA Disposition Services Site in accordance with DLM 4000.25-1-M. All turn-ins to a DLA Disposition Services Site will be on DD Form 1348-1A and must be attached to the property.

Access Turn In Guidance from our Web Home Page:

[www.dla.mil/DispositionServices.aspx](http://www.dla.mil/DispositionServices.aspx)

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HOME WHAT DLA OFFERS DOING BUSINESS WITH DLA ABOUT DLA CAREERS

## DLA Disposition Services

Personnel prepare to unload excess and scrap tires and equipment on Camp Lemonnier, Djibouti, Oct. 16. The camp is undertaking a first-ever massive cleanup effort to reduce excess and scrap material on the base with the support of DLA Disposition Services.

[Full Story](#)

[DLA STRATEGIC PLAN 2015 - 2022](#)

[OPERATING STATUS](#)

Cash For Trash

**Disposition Services Home**

- [What Disposition Services Offers](#)
- [Doing Business With Disposition Svcs](#)
- [Find and Acquire Items](#)  
Posted 09/23/2015
- [Search for Turn-In Documents](#)  
Posted 09/23/2015
- [Turn-In Property](#)  
Posted 09/23/2015
- [Schedule a Turn-In](#)  
Posted 10/06/2015
- [About Disposition Services](#)
- [Contact Disposition Services](#)
- [FOIA](#)

**DLA Disposition Services News**

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November 3, 2015 - An early Veteran's Day present was delivered to homeless vets in Battle Creek, Michigan, by DLA Disposition Services and the Department of Veterans Affairs in late October.

**Online training continues to highlight new WebFLIS features**  
October 14, 2015 - "I would like to welcome everyone to WebFLIS 2.0," said Defense Logistics Agency trainer Rick Proulx as he opened the Aug. 20 Web-based seminar, or "webinar," being offered to demonstrate the new features of the latest version of the Web-based Federal Logistics Information System.

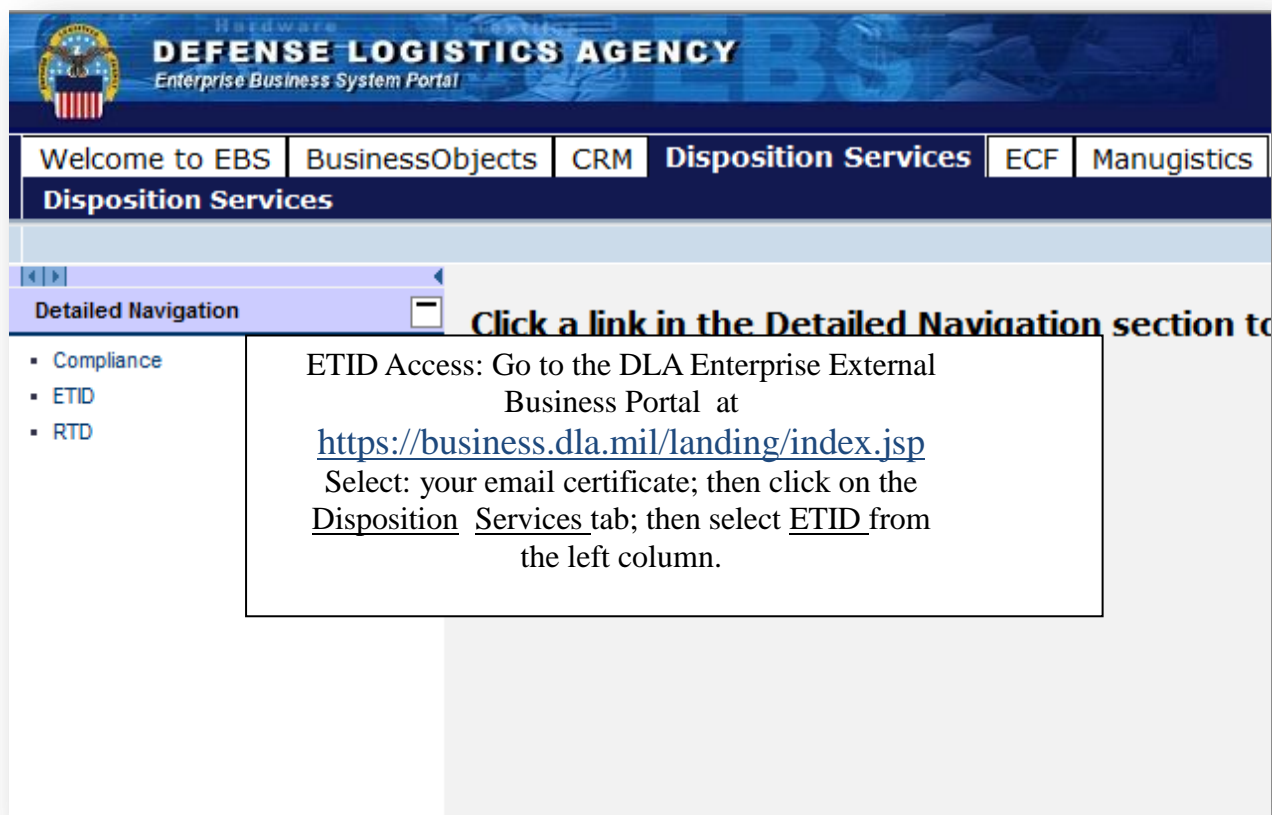
**Disposition Services Quick Links**

- [Getting Started with RTD](#)
- [Getting Started with ETIDS](#)
- [Search for Property](#)
- [Find a Turn-In Document \(EDOCs\)](#)
- [Schedule a Turn-In Appointment](#)
- [Find a Location](#)
- [Point of Contact List](#)
- [Ask a Question](#)
- [Library](#)

DLA Disposition Services has provided customers without an automated accounting system to prepare turn in documentation on the DD Form 1348-1A. There are three options at our web site that the customer can utilize for preparing turn in documentation.

**A. Electronic Turn-In Documentation (ETID).** ETID allows the customer to electronically submit turn-in documentation to the disposition services site. This program will pre-populate many of the fields for NSN items, nomenclature, demil code, unit price, etc. It includes drop down menus for other fields for quick reference. In addition to electronically preparing your turn-in documentation, the program allows printing a completed DD 1348-1A, shipping paper, required DEMIL certifications, and bar codes the DD 1348-1A. One of the benefits of using ETID is that it allows the disposition sites to review the turn in paperwork prior to physical movement of the item and any questions can be quickly resolved. ETID requires an account to be established with user id and password.

The following screen print shows how to access the ETID page. (NOTE: Must apply for ETID AMPS role DSS-514 prior to accessing the site (see instructions: section 4.0 AMPS Registration).



Training can be provided on the use of the ETID. Please contact your local disposal office.



**B. EXCEL DD FORM DD 1348-1A Worksheet:** On our web site we provide two more options for creating a turn-in document that do not require establishing an account and are not password protected. These spreadsheets can be downloaded to your computer for your use. These forms provide pre-filled drop-down data and certification statements to include bar coded DTID & NSN numbers on turn-in DD Form 1348-1A documents. You will need the 3of 9 font loaded on your computer to print out a bar code on the document.

**Note:** Before opening- set Macro security level to medium in Excel under Tools for the drop down selections to work. When opening "Select Enable Macros.

[www.dla.mil/DispositionServices/Offers/Disposal/TurnIn/Forms.aspx](http://www.dla.mil/DispositionServices/Offers/Disposal/TurnIn/Forms.aspx)

1. **SHORT FORM:** Use for DEMIL A and generic items that do not require a lot of detail information for turn in, such as furniture. You can use the additional info fields for serial numbers or list parts missing etc.

The screenshot shows a web form titled "DD 1348-1A Input page For Basic use" in red text. The form is organized into several sections. At the top right, there is a dropdown menu for "DRMO Anchorage" and a link for "Servicing DRMO/RIPL". Below the title, on the left, are labels for "POC Name", "POC Telephone Number", and "YOUR DODAAC". To the right of these labels is a text input field containing "Your Name Here". Below the input field is a "Refresh POC Information" button. To the right of the POC section is a "Print DD 1348-1A" button. Below the POC section, there is a list of labels: "DTID NUMBER", "NSN/LSN (No Dashes)", "Nomenclature", "Unit of Issue", "Quantity", "DEMIL Code", "Condition Code", "Unit Price", "Disposal Authority Code", and "Fund Site (If applicable)". Each label has a corresponding text input field. To the right of these input fields is a column of "Additional Info:" labels, each followed by a text input field. At the bottom of the form, there are two buttons: "Refresh Input Information" and "Refresh Additional Information".

Label	Input Field	Additional Info:	Input Field
POC Name	Your Name Here	Additional Info:	
POC Telephone Number		Additional Info:	
YOUR DODAAC		Additional Info:	
DTID NUMBER		Additional Info:	
NSN/LSN (No Dashes)		Additional Info:	
Nomenclature		Additional Info:	
Unit of Issue		Additional Info:	
Quantity		Additional Info:	
DEMIL Code		Additional Info:	
Condition Code		Additional Info:	
Unit Price		Additional Info:	
Disposal Authority Code		Additional Info:	
Fund Site (If applicable)		Additional Info:	

- Security Warning
Macros have been disabled.
Options...

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## DOCUMENT INFORMATION

Fields with an \* are Mandatory. All other fields are optional, but can be helpful information.  
Do not use special characters (" , & , \_ , \$ , etc.) except on phone number.

**PRINT 1348-1A**

**Refresh Mandatory Fields**

DTID\*
NSN/LSN\*
QTY\*
UP\*
DISP AUT\*
COND\*
UNIT PRICE\*
DEMIL\*
NOMENCLATURE\*

Ship to DRMO\*
Ship From (Your DoDAAC)\*
Point of Contact\*
Phone Number\*

Text Statements that may apply. (Mandatory \* for ADP, DEMIL, Triple Rinsed, MM, Critical FSC, HM, AEDA, Small Arms, Ozone Depleting Sub.)

HARD DRIVES HAVE BEEN REMOVED. CPU(S) CONTAIN(S) NO CLASSIFIED, CONFIDENTIAL OR HAZARDOUS MATERIALS The equipment described by this document

DOWNGRADING STATEMENTS
SIGNATURE
AND DATE

Serial Numbers for Items ( For ADP\*, etc.)

Optional Information
(Instructions for filling out the optional information can be found in DoD 4000.25-1-M)

Refresh Optional Fields

DOC
R#
SUPPLYMENT ADDRESS
FUND
DIST
PROJ
PRI
RI
O/P
MGT
4. MARK FOR
5. DOC DATE

6. NMFC
7. FRT RATE
8. TYPE CARGO
9. PS
10. QTY RECEIVED
11. UP
12. UNIT WEIGHT
13. UNIT CUBE
14. UFC
15. SL
SGR

16. FREIGHT CLASSIFICATION
18. TYPE CONT
19. NO CONT
20. TOTAL WEIGHT
21. TOTAL CUBE

Click here and scroll down to view certification statements

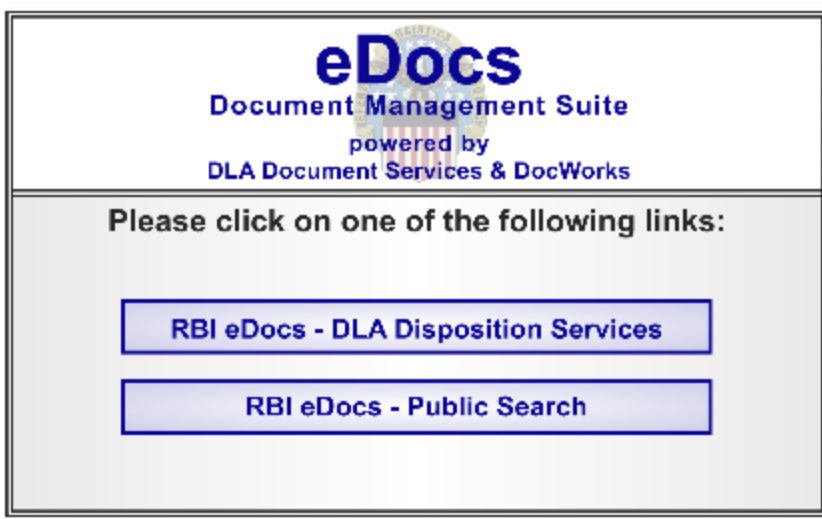
Input Sheet
DD Form 1348-1a

[illegible]

**6.0 eDOCS DOCUMENT MANAGEMENT:** The uploaded documents are stored in a database and can be viewed, printed or emailed in a PDF formatted file. This will replace the requirement to mail back copies of the signed turn in document.

The eDocs system is moving to a new platform on March 1, 2016. This will necessitate changes in access requirements. All users requiring access to the new eDocs system will need to fill out a 2875 to request access. All access requests must be signed by the user, the user's supervisor, and the user's Security Representative, then forwarded to the following email address: [DLADispSvcseDocsDO@dla.mil](mailto:DLADispSvcseDocsDO@dla.mil) Please note you will need a smart token (CAC, PIV, etc.) to be able to access the system. To request a user account in the new eDocs System, please follow the directions below:

1. A prefilled 2875 is available by following the links from the current eDocs web site, or use the following link: [https://edocs.documentservices.dla.mil/help/form\\_2875\\_prefilled.pdf](https://edocs.documentservices.dla.mil/help/form_2875_prefilled.pdf)
2. Instructions on filling out the 2875 are available on the current eDocs web site, or use the following link: <https://edocs.documentservices.dla.mil/help/2875.html>



- A. Search by DTID, NSN, Date, or use a wildcard with an asterisk (\*) placed at the beginning or the end of your search string

DTID:	<input type="text"/>
NSN:	<input type="text"/>
DSSDTID:	<input type="text"/>
MRO/ReqNo:	<input type="text"/>
GSA CN:	<input type="text"/>
SDR Num:	<input type="text"/>
Doc Num:	<input type="text"/>
DRMO RIC:	<input type="text"/>
PID:	<input type="text"/>
Upload Date:	<input type="text"/>

- B. Your 1348s should then be displayed. You can then either select and print a specific record or export the entire selection to excel

Back to Search
[Savable Version](#)

prev
1 of 1
next

2Y105K3123T000

2320014376957

Special Instructions: This property listed on the 1348 must be turned into the URMO listed on 1348 within 30 days from DATE PRINTED. The property will not be removed from the LSA if a property with this property has been turned in.

LESG APPROVAL *Cassandra Stewart*

FROM: GLENN COUNTY DEPARTMENT OF MILITARY AFFAIRS

74 WASHINGTON AVENUE, SUITE 100

BATTLE CREEK, MI 49814

269-904-5000

TO:

ORMO WARNER PO BOX 105

1200 MACON ST

ROBBINS AFB, GA 31106

FILE # 30941000

DTID 245831400000

Request ID 1972326

All
Clear
View
Print
Found: 114 Results: 1 - 20
View: 1 2 3 4 5 >

Prev
1 of 3
Next

View	Document Type	Upload Date	DTID	LSN NSN	Disposition Type	
<input checked="" type="checkbox"/>	Public Docs (1:Adobe PDF) [RM Repository]	TURNIN	10/20/2015	2YT05K41290002	2355015901660	DEMIL
<input type="checkbox"/>	Public Docs (1:Adobe PDF) [RM Repository]	TURNIN	10/20/2015	2YT05K41290002	2355015901660	DEMIL

[Export to Excel](#)

[go to top](#)

Document Type

TURNIN

Upload Date

07/02/2013

DTID

2YT05K3123T000

LSN NSN

2320014376957

Disposition Type

DEMIL

Req No

GSA CN

SDR RN



## 7.0 REUTILIZATION / TRANSFER / DONATION (RTD):

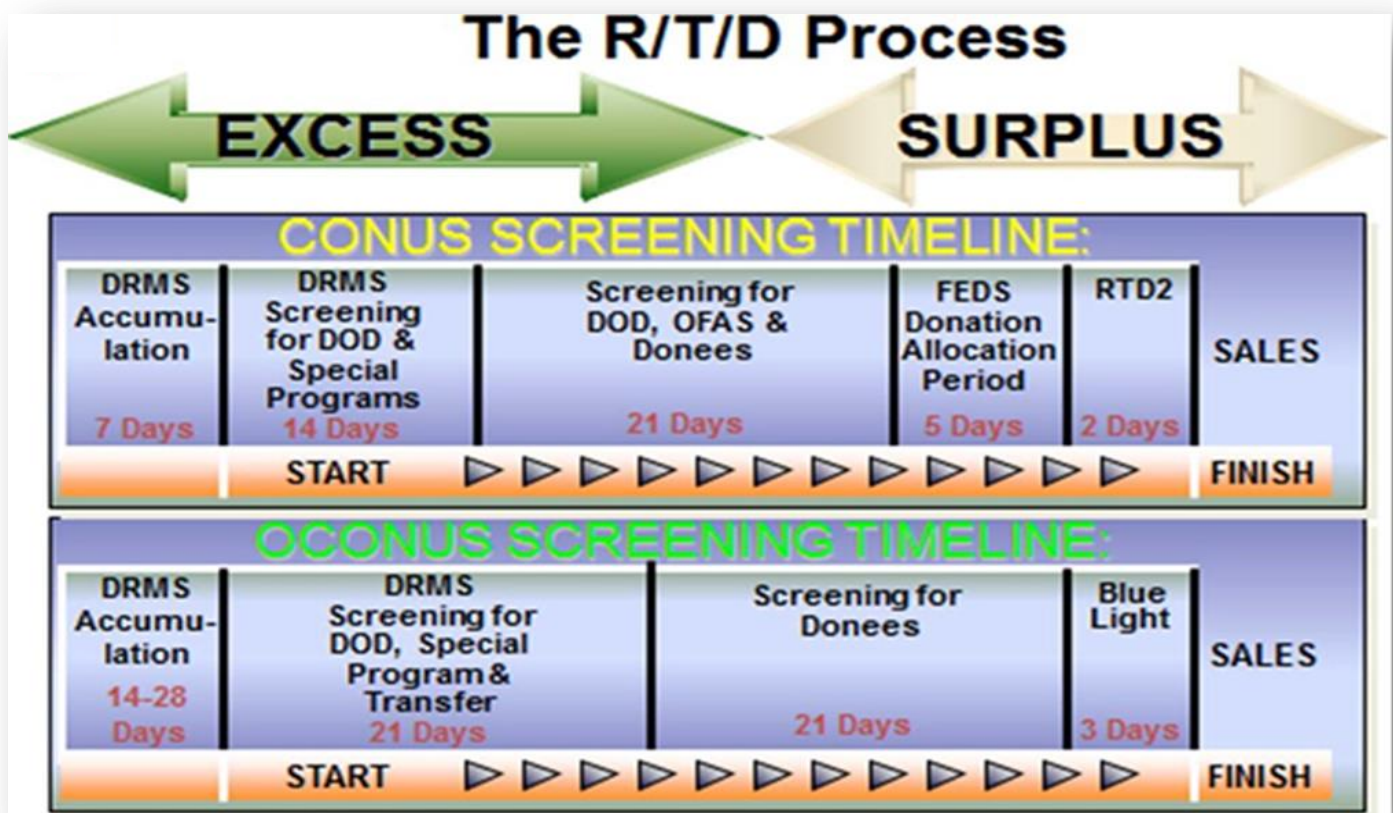
DLA Disposition Services offers a wide variety of serviceable property for transfer to other DOD agencies. Property reutilized through Disposition Services is at “no cost” to the receiving DOD activity in most cases. US Army customers should contact their Finance Office prior to ordering to determine if the US Army will charge them for the items ordered from Disposition Services.

In many cases we will pay the transportation to ship to you. Disposition I 4160.14, Section 2, Reutilization, Transfer and Donation.

[www.dla.mil/DispositionServices/Offers/CustomerSupport/Library.aspx](http://www.dla.mil/DispositionServices/Offers/CustomerSupport/Library.aspx)

Category	Description
<b>REUTILIZATION:</b>	Military Services, Special Programs; LESO, Foreign Military Sales, HAP, Mil Affiliate Radio System (MARS), Civil Air Patrol, Senior ROTC Units, or Service Museums, Contractors, USDA Firefighters, Computers for Learning
<b>TRANSFER:</b>	Federal Civil Agencies
<b>DONATION:</b>	National State Agency for Surplus Property (SASP), Public Agencies, State & Local Governments

Below are the screening timeframes allocated to each RTD customer for both CONUS and OCONUS. DOD customers can screen/requisition property at any time during the 42 day screening cycle.






**A. Letter of Authorization (LOA):** Digitized LOA/electronic signatures and submission must be on file prior to removal.

1. Procedure for customers finding the form: Go to [www.dla.mil/Portals/104/Documents/DispositionServices/RTD/DISP\\_LetterofAuthorizationExtendedFeatures\\_150622.pdf](http://www.dla.mil/Portals/104/Documents/DispositionServices/RTD/DISP_LetterofAuthorizationExtendedFeatures_150622.pdf).
2. Fill out the form completely, including digital signatures. SUBMIT AS EMAIL ATTACHMENT TO: drmscentralizedfile@dlamail and it is automatically directed to the office that will upload it to the Centralized File.
3. The LOA shall include the full name, activity, DODAAC, telephone number, address, and digital signatures for the Accountable Officer, Commanding Officer and designees authorized to sign requisitions (for direct removal) on behalf of the Accountable Supply Officer
4. The letter MUST be on the Centralized File at the DLA Disposition Services prior to the arrival of the person picking up the property and be dated less than one year from the current date.
5. The Accountable Officer designation shall be updated annually or as changes to the Original designation is made, whichever occurs first.
6. Direct pickup for allocated property, may be made by an individual with a valid identification and a DD Form 1348-1A. The 1348 will be signed by the ASO or individual authorized by the ASO to pick up the property.
7. Disposition Services cannot hold property, however will allow sufficient time to prepare and execute a Transportation Movement Request (TMR) for property that has special transportation requirements.
8. The Accountable Officer will remove lines from the list if the customer does not meet internal criteria or is not authorized to have the items.

## Access to LOA screen



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[HOME](#) [WHAT DLA OFFERS](#) [DOING BUSINESS WITH DLA](#) [ABOUT DLA](#) [CAREERS](#)



## DLA Disposition Services

### Agency employee receives Defense of Freedom Medal

Agency employee receives Defense of Freedom Medal. Army Maj. Gen. Mike Murray (left), U.S. Forces Afghanistan deputy commanding general – support, presents the Defense of Freedom Medal to Robert DeLong.

[Full Story](#)






[Disposition Services Home](#)  
[What Disposition Services Offers](#)  
[Disposal](#)  
[Reutilization](#)  
[Public Sales Offerings](#)  
[Customer Support](#)  
[Doing Business With Disposition Svcs](#)  
[Find and Acquire Items](#)  
[Search for Turn-In Documents](#)

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##### Lending a hand to veterans

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##### Online training continues to highlight new WebFLIS features

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#### Disposition Services Quick Links

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- [Getting Started with ETIDs](#)
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- [Find a Location](#)
- [Point of Contact List](#)
- [Ask a Question](#)
- [Library](#)



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THE RIGHT SOLUTION - ON TIME, EVERY TIME

[HOME](#) [WHAT DLA OFFERS](#) [DOING BUSINESS WITH DLA](#) [ABOUT DLA](#) [CAREERS](#)

## DLA Disposition Services

[Disposition Services Home](#)  
[What Disposition Services Offers](#)  
[Doing Business With Disposition Svcs](#)  
[About Disposition Services](#)  
[Contact Disposition Services](#)  
[FOIA](#)

### Reutilization, Transfer and Donation (R/T/D)

This program provides huge savings by avoiding new Department of Defense (DoD) procurement costs and repairs ... and is of considerable benefit to:

- The military services
- Other federal agencies
- State and local governments
- Nonprofit educational, community and public health agencies
- American taxpayers

When DoD declares items such as vehicles, household or office furniture, hardware, etc., as excess to its needs, the property is turned in (physically or electronically) to one of the DLA Disposition Services sites around the world. Once property is received at the site, it's placed in:

- 1 week accumulation period, followed by:
- 14-day DoD exclusive screening period, followed by:
- 21-day DoD, federal agencies and Donee screening period, followed by:
- 5-day GSAXcess allocation period

#### Reutilization

#### Transfer

#### Donation

#### Law Enforcement

#### Fire Fighters

#### Computers for Learning

#### Special Programs

#### Other Information

#### Program Guidance

#### Links

#### Letters of Authorization

#### DOD Letter of Authorization Form

#### Letter of Authorization Instructions

# LETTER OF Authorization (LOA)

Click here to open calendar

Print Form

Email letter as an attachment, send to [DRMSCentralizedFile@dla.mil](mailto:DRMSCentralizedFile@dla.mil)








Submit as email attachment to: [DRMSCentralizedFile@dla.mil](mailto:DRMSCentralizedFile@dla.mil)

DLA Disposition Services

## LETTER OF AUTHORIZATION

DATE  LOA is valid up to one year from this date. ☐ This LOA has additional pages

Per reference DOD 4160.21-M, Chapter 5, the following service members are authorized for direct removal of property from DLA Disposition Services sites per the Accountable Officer listed below for the following DODAAC(s):

DESIGNEES				
FULL NAME	DODAAC	COMPLETE ADDRESS	PHONE	DIGITAL SIGNATURE
				
				
				
				
				
				
				


Enter Name, DODAAC, Complete Long Address, and Telephone Number for each designee

All Designees must supply their digital signature

Digital signatures are mandatory for all personnel signing the Letter of Authorization

ACCOUNTABLE SUPPLY OFFICER

I authorize and verify designees on this page.


FULL NAME	DODAAC	COMPLETE ADDRESS	PHONE	DIGITAL SIGNATURE
				

ACCOUNTABLE SUPPLY OFFICER EMAIL ADDRESS IS REQUIRED

ASO EMAIL ADDRESS

COMMANDING OFFICER

Per regulations, the Commanding Officer cannot be the same person as the Accountable Officer. The CO is the AO's higher authority.

<input type="text"/>	
FULL NAME/GRADE	COMMANDING OFFICER DIGITAL SIGNATURE

ADD DESIGNEE PAGE

Accountable Officer: Select this button if you need to authorize additional designees

## 7.0 RTD REGISTRATION:

After creating an account in AMPS and being approved for the correct roles, customers need to request an RTD through the Enterprise Business Portal.

Link to the Enterprise Business portal:

<https://business.dla.mil/landing/ds.jsp>

For step by step instructions on setting up an RTD account please visit:

[www.dla.mil/DispositionServices/Business/FindandAcquireItems.aspx](http://www.dla.mil/DispositionServices/Business/FindandAcquireItems.aspx)

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HOME WHAT DLA OFFERS DOING BUSINESS WITH DLA ABOUT DLA CAREERS

## DLA Disposition Services

Disposition Services Home

What Disposition Services Offers ▲

Doing Business With Disposition Svcs ▲

About Disposition Services ▲

Contact Disposition Services ▲

FOIA ▲

### Find and Acquire Items

DLA Disposition Services offers a wide variety of serviceable property for transfer to other DOD agencies. Property re-utilized through Disposition Services is at "no cost" to the receiving DOD activity in most cases. In many cases we will pay the transportation to ship to you.

All customers are required to create an AMPS account to request user accounts and passwords for certain DLA systems. For DLA Disposition Services if you want to search/requisition our excess inventory you will need to request access.

**Search for Property**  
(Enterprise Business Portal Link)

### Getting Started

**Step by Step Guide to Getting Access**

**AMPS Website**

### Additional Information

**Letter of Authorization (LOA)**

Digitized LOA/electronic signatures and submission must be on file prior to removal of awarded property from a Disposition Service location.

**LOA example**

**Have a Question?**

**Enterprise Help Desk:** For access, navigation, or technical issues (such as RTD/ETID roles, accessing the portal, AMPS password resets, authentication and error messages) 1-855-352-0001 or send an email to [enterprisehelpdesk@dla.mil](mailto:enterprisehelpdesk@dla.mil) Accessible 24 hours a day, 7 days a week

**DLA Customer Interaction Center:** For all other or general questions: 1-877-DLA-CALL (1-877-352-2255) or send an email to [DLAContactCenter@dla.mil](mailto:DLAContactCenter@dla.mil) Accessible 24 hours a day, 7 days a week